



BOBBY JINDAL
GOVERNOR

State of Louisiana
Governor's Office of Homeland Security
and

MARK A. COOPER
DIRECTOR

Emergency Preparedness
POSITION ANNOUNCEMENT
Closing date: until filled

Title: Fiscal Analyst – Revenue **Salary Range:** \$35,000 - \$40,000
Section: Support Services
Status: Unclassified State Employee

Primary Responsibilities: Prepare cash needs forecasts, analyzes & reports variances. Determines the need for journal vouchers; prepares them and provide supporting documentation. Responsible for the timely and accurate classification of revenue for various federal and state agency funds. Maintains accounting controls to assure financial compliance with applicable laws in federal and other sponsored programs. Researches, compiles, and manipulates information for the preparation of reporting requirements. Reviews and monitors financial transactions to insure that generally accepted accounting practices and Agency policy is being followed. Reconcile general ledger accounts. Assist in preparation and compilation of the official annual financial report. Interacts with external agencies relating to revenue or other financial matters.

Minimum Requirements: BA/BS with 24-semester hrs in Accounting plus 1 years of professional level Exp in Acct or Financial Auditing. To substitute BA Degree, must have 90 hrs of credit, at least 24 hrs in Acct and 5 yrs of FT work exp in State Government. Experienced in using MS Office Suite and ISIS a plus.

Additional Comments: Effective oral/written communication skills; strong analytical skills; ability to work independently, and effective interpersonal skills are required. Valid DL; occasional overnight travel; must be able to work 12 hr shifts and beyond for extended periods during emergencies. This position requires some out of town over-night travel and the physical ability to traverse rough terrain.

Submit an application packet containing the following four (4) items:

1. Letter of application;
2. Application, SF 10 Form (link on our website);
3. Professional resume incl. references;
4. Transcripts, professional licenses:

GOHSEP

- Application Section –

Re: Accountant

7667 Independence Blvd.

Baton Rouge, LA 70806

Fax: (225) 922 – 2666

ONLY COMPLETE APPLICATION PACKETS WILL BE ACCEPTED